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Ministry
of Education
Ontario

Professional
Development
Section

Professional Summer Courses for Teachers

Handbook for Principals

1972/73

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1.0 SUMMER COURSES FOR TEACHERS

1.1 Scope

The Ministry of Education through an extensive summer course program provides opportunities for the personal and professional growth of teachers in a climate in which innovation is encouraged. Courses available, content, and admission requirements are contained in Part 1 of the 1972 booklet entitled Professional Summer Courses for Teachers.

1.2 Handbook for Principals of Summer Courses

This handbook has been prepared to assist principals in the administration of summer courses. While administrative details may appear burdensome, experience has shown that strict adherence to the instructions contained herein is necessary if courses are to operate smoothly. Departmental summer courses involve expenditures running into millions of dollars, a fact that justifies insistence upon careful accounting practices and accurate records. When notified of amendment, principals are requested to amend the relevant sections immediately.

J. B. Healy,
Superintendent,
Professional Development Section

2.0 ADMISSIONS TO SUMMER COURSES

2.1 General

(a)
The regular five-week summer courses will open on Monday morning, July 3, 1972.

(b)
Applicants are required to enrol on the first day of the course. Principals may admit applicants who present letters of admission not later than the second day of the course. Letters of admission are not valid after the second day.

2.2 Letters of Admission

(a)
Only those who present letters of admission may be admitted to summer courses. Letters of admission are valide only for the course and location indicated thereon.

(b)
Those who do not have letters of admission and wish to attend a summer course:

(i)
must submit a completed application form accompanied by a certified cheque or money order, made payable to the Treasurer of Ontario, for the required fee plus the late fee of $15.00. The application form with the fee attached is to be mailed or delivered by the applicant to:

Ministry of Education,
Box 560, Postal Station F,
50 Charles Street East, Toronto

(ii)
A principal may admit tentatively such applicant if he appears to be eligible for admission. A teacher admitted tentatively to the summer course is to be advised that he will be required to withdraw from the course if found ineligible by the Ministry. Where the eligibility of an applicant is in doubt a ruling shall be obtained from the Registrar, Ministry of Education, 18th Floor, Mowat Block, Queen's Park, Toronto 182, telephone 965-2621.

(iii)
When a course with limited enrolment has been filled, no additional applications will be accepted for that course.

2.3 Fees

(a)
A teacher admitted to a summer course will be required to pay a course fee as follows:

a five-week course	-	$100.00
a four-week course	-	$ 80.00
a three-week course	-	$ 60.00
a two-week course	-	$ 40.00
a one-week course	-	$ 20.00

(b)
A late fee of $15.00 will be charged when an application is postmarked later than May 5, 1972, for courses commencing in July, and by June 16, 1972, for courses commending in August.

(c)
Fees must be paid by certified cheque or money order, made payable to the Treasurer of Ontario, and must accompany the application form.

(d)
Students should be advised that receipts for fees may be used for income tax purposes. Official receipts will be issued by the end of February, 1973. Requests for receipts should not be made before March, 1973.

(e)
Ex-servicemen and women of Her Majesty's Forces are exempt from payment of the registration fee, but must submit with their application, documentary evidence of honourable discharge from active service. They are required to pay the late fee when applicable.

2.4 Refund of Fees

(a)
Principals will not make refunds but will report any case of an enrolled student who finds it necessary to withdraw before the third week of the course. Forms recommending refunds will be mailed by the principal to the Registrar, Ministry of Education, 18th Floor, Mowat Block, Queen's Park, Toronto 182, at the beginning of the third week of a five-week course.

(b)
The following shall apply in respect to refund of fees:

(i)
There shall be no refund for withdrawal during the third or succeeding weeks of the course.

(ii)
There is to be no refund of the late application penalty in any case of withdrawal.

(iii)
For the purpose of a refund, the date of withdrawal shall correspond to the date the candidate notified the Registrar if before the course commenced, or the date the candidate notified the summer course principal if during the course.

(iv)
Refunds will be made pursuant to the following table:

	WITHDRAWAL		
Course	Prior to beginning	During first week	During second week
Five-week	$100.00	$ 80.00	$ 60.00
Four-week	$ 80.00	$ 60.00	$ 40.00
Three-week	$ 60.00	$ 40.00	$ 20.00
Two-week	$ 40.00	$ 20.00	Nil
One-week	$ 20.00	Nil	Nil

STAFFING OF SUMMER COURSES

Rates of Pay and Allowances

.1 Rates of Pay for Summer Course Staff (Non-Civil Servants)

The following rates of pay have been approved:

(a)
Staff serving in their home area:

Principals	$62 per day	$310 per week
Vice-principals	$52 per day	$260 per week
Instructors	$47 per day	$235 per week
Guest Lecturers	$47 per day	
Highly qualified guest lecturers	$65 per day	

(b)
Staff serving away from home area (i.e., where a staff member is required to establish a second residence):

Principals	$75 per day	$375 per week
Vice-principals	$65 per day	$325 per week
Instructors	$60 per day	$300 per week
Guest Lecturers	$60 per day	
Highly qualified guest lecturers	$65 per day	

Note:
A staff member may be requested to supply a rental receipt or other satisfactory evidence that a second residence has been established to permit the authorization of the higher rate.

(c)
Clerical Staff:

Class	Duties	Experience	Salary
Clerical steno. 1	shorthand, typing & clerical	less than 1 year	$1.95/hr $67/week
Clerical steno. 2	as above	1-2 years	$2.15/hr $76/week
Clerical steno. 3	as above	3 or more years	$2.40/hr $86/week
Clerical typist 1	typing, clerical	as above	$1.72/hr $62/week
Clerical typist 2	as above	as above	$2.03/hr $73/week
Clerical typist 3	as above	as above	$2.25/hr $80/week
Clerk 1 general	clerical only		$1.70/hr $60/week
Library technician	Grade 12 plus library experience	less than 1 year	$2.00/hr $70/week
		1 or more years	$2.40/hr $86/week

3.1.2 Allowance for Civil Servants

A civil servant assigned to a centre other than that in which his office or school is located will receive an allowance of $15.00 per day for living expenses. This allowance will be payable from the day before the course opens to the day the course closes, inclusive.

Eligible civil servants appointed to a five-week course will receive an advance on allowance of $400.00. At the close of the course, or earlier if applicable, this advance will be accountable in the usual manner (see section 5.3 (b) (viii)).

3.2 Staffing

3.2.1 Staffing General

(a)
Staff Lists

A principal who staffs his own course should submit his recommended staff list, using Form D.E.36, at the earliest possible date and not later than April 28, 1972. The recommended staff list is to contained the following information and should be submitted in single copy (see Appendix 'a'):

(i)
the name and location of the course,

(ii)
the full name of the recommended staff member (e.g., Miss Mary Brown, John Smith),

(iii)
the social insurance number,

(iv)
the permanent home address,

(v)
the name and address of the Board by which the recommended staff member is currently employed,

(vi)
the period of employment,

(vii)
for instructional staff, whether the staff member intends to commute daily to the course from his permanent residence or establish a second residence.

(viii)
for clerical staff, the recommended salary.

Any change occurring after the list is submitted should be made known to the Superintendent, Professional Development Section, immediately, since failure to provide early notification could result in incorrect and/or delayed salary payments.

(b)
The Superintendent, Professional Development Section, should be consulted before any definite approach is made to a prospective staff member from outside the province. In no case should final arrangements be made until the Department's approval has been given.

(c)
A prospective staff member from outside of Canada should be informed that his salary and travelling expenses will be paid in Canadian funds on the last day of his service.

(d)
Travelling expenses for one round trip to and from the course are allowed for a staff member asked to serve away from his home (see section 5.3).

3.2.2 Guest Lecturers

(a)
Since only a limited number of highly qualified guest lecturers may be hired, a principal will submit the names of the persons he proposes to hire and the number of days they are to be employed, to the Superintendent, Professional Development Section, for approval before a commitment is made.

(b)
Requests to hire guest lecturers should include the following:

(i)
full name of lecturer,

(ii)
permanent address,

(iii)
social insurance number,

(iv)
topic and qualifications,

(v)
date(s) of employment,

(vi)
salary rate recommended,

continued...

(vii)
if applicable, the approximate travel costs.

(c)
Guest lecturers should not be used in a subject that is already adequately covered by full-time staff members.

(d)
The use of guest lecturers who would be required to travel long distances for a few hours work should be avoided.

3.2.3 Pay Dates

(a)
Staff employed on a five-week summer course will receive a payment covering their salary for the entire course on August 4, 1972.

(b)
Staff employed on courses of less than five weeks' duration will receive their salary payment for the full period of employment approximately two weeks after completion of the course.

(c)
Guest lecturers will receive their salary payments approximately two weeks after their date of employment.

4.0 SALARY DEDUCTIONS

4.1 Income Tax

(a)
Forms TD1, employee's tax deduction return, must be submitted to the Superintendent, Professional Development Section, for all clerical and library staff. Ensure the exemption claim for casual, seasonal or part-time employment on the lower portion of the TD1 is completed in all cases. Where applicable, income tax will be deducted by the Ministry for these employees.

(b)
Income tax of 15% will be deducted from the salary of all instructional staff, unless forms claiming exemption as a non-resident have been submitted. Forms TD1 are not required for the instructional staff.

(c)
The living allowance paid to a civil servant is not subject to income tax.

(d)
A non-resident entitled to a refund is responsible for filing income tax returns with the nearest taxation office before leaving Canada. He should submit with his return, a statement from the Department showing the salary earned and deductions made. This statement will be provided by the Chief Accountant, Accounting and Administration Branch, Ministry of Education, with the staff member's salary cheque.

(e)
Income tax will not be deducted from an eligible non-resident who submits a non-resident income tax exemption form. Such form is to be submitted to the Superintendent, Professional Development Section, not later than July 4, and is to accompany the staff list. (See section 7.2.1)

4.2 Canada Pension Plan

A deduction for the Canada Pension Plan will be made from the salary of eligible clerical, library and professional staff, unless under 18 or over 70 years of age. Requests for adjustment for overpayment will be made when filing 1972 income tax returns.

5.0 TRAVEL EXPENSES

5.1 Eligibility

(a)
A staff member who has been assigned to a summer course away from his home area is eligible to claim for travel expenses incurred in travel from his home area to the locality of the course and return.

(b)
The principal, and on some of the larger courses, the vice-principal, will be permitted to claim for reasonable expenses incurred in using his private automobile for local trips in connection with the course.

5.2 Allowable Expenses

5.2.1 Travel

(a)
A non-civil servant serving as an instructor on a Summer Course may claim reimbursement for travel expenses for one return railway fare, or economy air fare, where competitive, plus necessary taxi fare to and from his residence and the public transportation used, or

(b)
reimbursement for mileage at $0.10 per mile for one round trip from the non-civil servant's permanent home address to the course location. Reimbursement will also be made for accommodation en route when required to travel in excess of 300 miles, but such reimbursement may not be claimed for more than two days each way.

Note:
The maximum allowance payable to instructors from outside Canada is $300.

(c)
Travel expenses must be based on the shortest route, where practicable, between the instructor's permanent address and the course location. Expenses from a temporary address, summer cottage, etc. cannot be allowed.

(d)
If an 'all-inclusive' rail fare is claimed, no charge may be made for meals or rooms.

(e)
Reimbursement for mileage, where applicable, must be in accordance with that shown on the official Province of Ontario road map.

(f)
A staff member will not be authorized to claim reimbursement for travel by privately-owned automobile unless he is covered by insurance in not less than the following amounts:

(i)
Public Liability - $25,000 for any one person

- $50,000 for any one accident,

and

(ii)
Property Damage - $5,000

or

(iii)
Inclusive Coverage - $50,000
(public liability and property damage)

(g)
An instructor brought from a point outside Ontario will be reimbursed for his travel expenses up to a maximum of $300.00. Please note that $300.00 is not paid automatically but is the maximum amount that will be paid to offset travel expenses incurred. Expense accounts must be submitted immediately upon arrival at the course, using photostat copies of the unused passenger's portion of the ticket as a receipt.

5.2.2 Civil Servants

(a)
A civil servant may, when necessary, visit his office or school, as the case may be, any weekend during the course for the purpose of attending to regular duties and will be reimbursed for necessary travel expenses incurred.

continued...

(b)
A civil servant on duty for four or more consecutive weeks may visit his home according to the following schedule and will be reimbursed for necessary travel expenses incurred:

(i)
where the distance does not exceed 300 miles, one way - two weekends

(ii)
where the distance exceeds 300 miles, one way - one weekend.

(c)
Mileage may not be claimed for visits referred to in (a) and (b) above and the living allowance of $15.00 per day for two days will not be allowed for the weekend such visits are made.

5.2.3 General

(a)
NO PAYMENT WILL BE MADE FOR MEALS, HOTELS, ETC. FOR ANY DAY FOR WHICH A SALARY OR ALLOWANCE IS BEING PAID.

(b)
Non-teaching staff may not claim travel expenses.

(c)
Commuting expenses from a person's residence to the summer school will not be allowed.

(d)
Where a privately-owned automobile is used, no claims will be allowed for parking, storage, maintenance, operation or repairs.

5.3 Submission of Travel Expense Claims

(a)
Travel expense claims shall be submitted in duplicate using statement of travel expense form provided. Where a receipt is not required for the return trip, expense accounts should be submitted as soon as possible (see 5.2.1(g)). Other expense accounts may not be submitted until necessary receipts have been attached to the claim.

(b)
The following general rules shall apply in the preparation of the statement of travel expenses:

(i)
The name and location of the summer course must be shown in the space provided for the 'purpose of the trip'.

(ii)
The method of travel must be shown, e.g., private motor car, rail, air, etc.

(iii)
The date, starting point, and destination of the trip must be shown.

(iv)
For purposes of determining the mileage rate for Northern Ontario at 16¢ per mile or the rate for Southern Ontario at 15¢ per mile, for authorized civil servants, the following boundary line shall apply:

Healy Lake (municipal) Road from Healy Lake easterly to its junction with Highway 612; Highway 612 to Highway 103; Highway 103 easterly to its junction with Highway 69; Highway 69 easterly to its junction with Highway 118; Highway 118 through Bracebridge to its junction with Highway 11; Highway 11 northerly to its junction with Highway 60 at Huntsville; Highway 60 easterly to its junction with Highway 62 at Killaloe Station; Highway 62 to Pembroke; the above named highways to be included in Southern Ontario.

(v)
Mileage claimed must be in accordance with that shown on the official Province of Ontario road map.

(vi)
Where reimbursement is claimed for the following expenses, official receipts on the proper letterhead must be attached to the original statement of travel expenses: hotel, motel or other accommodation, rail, bus and air fares (the passenger's portion of air tickets must be submitted), parlour car seats, berths or roomettes, air travel insurance premiums, taxi fare in excess of $2.50 and any other payments, especially

unusual items, where it is reasonable to expect a receipt to be produced. Travel agent's receipts are not acceptable. Credit card receipts are not acceptable for civil servants.

(vii)
Where reimbursement is claimed by civil servants for the use of a private automobile at first-class rail-fare rate, or economy air fare, where competitive, necessary meals required en route may be claimed.

(viii)
A civil servant who has been provided with an accountable advance is to so indicate the amount of the advance on the claim submitted at the conclusion of the course (see Appendix H, Annex 1). Any unused portion of accountable advance must be returned by cheque made payable to 'The Ministry of Education Advance Account'.

(ix)
The staff member is to include his name and mailing address in the space provided and sign both copies of the claim.

(x)
All travel expense claims should be submitted promptly. The reimbursement cheque will be mailed to the staff member at the mailing address shown on his claim.

(xi)
The principal of the summer course is to check the travel expense claims submitted by non-civil servants for completeness and accuracy before he initials such claims in the lower right hand corner.

(xii)
See Appendix H for sample travel expense claims.

6.0 SUPPLIES AND EQUIPMENT

6.1 Requisition for Supplies

(a)
For the convenience of principals, two types of printed order forms will be supplied. These are:

(i)
Form D.E. 37 - Summer Course Order Form for Supplies and Equipment (see Appendix 'B')

1 Prepared in single copy.

2 Staff member concerned will list his supplies and equipment requirements for the summer course and pass to the Principal of the course.

(ii)
Form D.E. 38 - Department of Education Summer Course Order Form (see Appendix 'C')

1 To be prepared in quintuplicate. One copy to be retained by the Principal. Original and three copies to accompany Department of Education Requisition for Supplies form (carbon set form).

2 One set of Forms D.E. 38 is to be prepared for each supplier.

3 Any number of sets of Forms D.E. 38 may be submitted under cover of one Requisition for Supplies.

(iii)
Requisition for Supplies (Carbon Set Form)

1 Disregard instructions printed on the bottom of this form.

2 To be prepared in triplicate as per sample provided.

3 Triplicate copy to be retained by the principal for record purposes, original and one copy to be forwarded to Mr. J. B. Healy, Superintendent of Professional Development Section, 17th floor, Mowat Block, Queen's Park, Toronto 182.

4 Original and two copies of each set of Form D.E. 38 are to be attached to the Requisition for Supplies.

A set of instructions will be sent with the supply of these forms.

continued...

(b)
The principal will indicate the name and address of the dealer from whom the best prices may be obtained. Wholesalers should be used wherever possible rather than retail outlets since the prices will be lower and wholesale outlets may more easily deduct federal sales tax. The Treasury Department will not accept charges for federal sales tax.

(c)
If the supplies will be needed for the opening of the course, principals should submit their requisitions before June 1, for each dealer concerned, indicating when delivery should be made, and to whom the parcels should be addressed. The name of the summer course must be included in each address, otherwise caretakers may store them with their regular school supplies.

(d)
For all items requisitioned approximate prices must be shown and each requisition is to be totalled.

(e)
Inventory sheets should be checked to ensure items requisitioned are necessary. If the principal has not been supplied with the inventory from the 1971 summer course he should request it from the Superintendent, Professional Development Section.

(f)
Expensive items of equipment that may have a limited use on a short course should be rented rather than purchased.

(g)
An explanation will be required to support a requisition for any unusual items, or materials ordered in unusual amounts.

(h)
As soon as a requisition has been approved and the order has been placed, the principal will receive a carbon copy of the blue purchase order form which is sent by the Department to the firm. Match the blue purchase order form with the carbon copy of the requisition and keep both on file.

(i)
Requisition for supplies form shall not be used for the purchase of petty cash items or purchases from student funds.

(j)
If it becomes apparent that items ordered, or part of the order, will not arrive in time to be used at the course, write a letter to the firm explaining the situation, quote the blue purchase order form number and cancel the order in whole or in part as applicable. A carbon copy of the letter shall be attached to the blue purchase order form and invoice, if any, and forwarded to the Superintendent, Professional Development Section.

6.2 Invoices

(a)
After the goods ordered have arrived and have been checked against the invoice, mark the invoice 'Goods Received' and sign it. Match the invoice with the blue purchase order form and requisition. If all the goods ordered from the firm submitting the invoice have arrived, fasten original and two copies of the invoice and blue purchase order form together, and mail to the Superintendent, Professional Development Section, Ministry of Education, 17th floor, Mowat Block, Queen's Park, Toronto 182. PLEASE MAIL SIGNED INVOICES AT FREQUENT INTERVALS. DO NOT HOLD THEM UNTIL THE COURSE ENDS. Where necessary, firms should be hastened in respect to missing invoices to ensure their receipt by August 4th. Where it is necessary to delete charges from an invoice for items not provided, the firm concerned is to be notified of such deletions, and all copies of the invoice annotated "firm notified of deletions".

(b)
Invoices should be checked carefully, ensuring there is an original and two copies and that federal sales tax has not been charged. If federal sales tax has been charged, contact the dealer immediately and advise him that the federal sales tax does not apply to provincial government purchases.

6.3 Accountable Advance (Petty Cash)

(a)
Each principal will receive an accountable advance with which incidental supplies may be purchased. An Accountable Advance account is to be opened with a local bank. The manager is to be informed that the account is in respect to public funds and pursuant to the practice in Ontario, bank charges are not to be levied for cheques issued. The petty cash account will be used to purchase supplies that cannot be obtained by ordinary requisitions. A receipted invoice or bill (one copy only) must be obtained for each purchase, including postage stamp purchases. The bill must show the dealer's name and address, the date, the article purchased, and the price. It must also be marked 'paid' and signed by the salesman.

(b)
Because the provincial government is not required to pay federal sales tax there should be no reference to such tax on the invoice or bill for petty cash purchases. Where a sum for federal sales tax is shown, the invoice or bill will be returned to the principal for correction.

(c)
Cash register tapes and pieces of paper indicating an amount only are not acceptable as vouchers. All receipts must indicate the item purchased and should bear the name and address of the supplier. Receipt books provided to the principal are not to be used to record petty cash payments to dealers who have their own bill forms.

(d)
Petty cash may also be used, in an emergency, to pay for casual stenographic help, or to pay a worker for moving equipment or supplies. At the time any such casual employee is paid he must sign a receipt. The receipt must show the date, hours of labour, rate and total payment. Casual help of this nature should be restricted to one or two days.

(e)
Petty cash expenditures should be summarized on the form 'Statement of Petty Cash Disbursements for the Period' (form acct. no. 11A). Two copies of this form should be submitted to the Superintendent, Professional Development Section. Receipts are to be numbered, arranged chronologically to correspond with the summary and fastened

securely to the original copy of the statement. Unused petty cash must be returned by cheque made payable to 'The Ministry of Education Advance Account', by September 15th. The account must be balanced.

(f)
A petty cash account that is not correct in every detail will be returned to the principal for correction.

(g)
Additional petty cash will be provided only in exceptional circumstances and on submission of a statement (form acct. no. 11A) and invoices covering the original advance.

6.4 Supplies Additional to those Provided by the Ministry

(a)
Where the teacher in training wishes articles for his own use additional to those provided by the Ministry, the cost shall be borne by the teacher, either:

(i)
by a personal payment, or

(ii)
through a fund raised by a general levy on all teachers in attendance. (See section 8.1.1)

6.5 Supplies and Equipment - General

(a)
If additional supplies of stationery are needed during the course, they should be requisitioned, if time will permit, by submission of the normal requisition for supplies, since current regulations state that all purchases of this nature must be made through the Queen's Printer.

(b)
Supplies and equipment must not be borrowed from schools or firms without the written approval of the Superintendent, Professional Development Section.

(c)
A principal must not commit the Ministry to replacing equipment that was defective or worn out when borrowed.

continued...

(d)
The Ministry will reimburse a school for any loss or damage that is the responsibility of the course, providing that the principal has provided details regarding such loss or damage to the Superintendent, Professional Development Section. Such advice should be provided immediately the loss is known.

(e)
Requisitions for supplies to replace borrowed books and equipment lost during the session shall be submitted to the Superintendent, Professional Development Section, as soon as possible after the loss is known. Requisitions for books are to give the publisher and author, approximate cost, and the address where the books are to be delivered.

(f)
Losses or damage that may be the result of criminal action are to be reported to the police authorities.

(g)
The Ministry will provide a reasonable number of reference texts but not class sets of texts or other books. An effort should be made to keep the library up to date by ordering reasonable numbers of highly recommended books. It is no longer possible to borrow books from the Provincial Library Service.

(h)
Books, supplies and equipment when being shipped on completion of the course are to be sent 'PREPAID' and the invoice forwarded by the transport firm to Professional Development Section. If of a nominal amount it may be paid from petty cash and a receipt obtained.

(i)
At the end of the course the books will be sent to storage with the supplies and equipment belonging to the course. An inventory of these books (in duplicate) shall be sent to the Superintendent, Professional Development Section.

7.0 REPORTS AND RETURNS

7.1 Returns to the Registrar's Branch

The following reports and returns are to be forwarded to:

Mr. B. Bowland, Registrar's Branch,
Ministry of Education,
18th Floor, Mowat Block,
Queen's Park, Toronto 182.

(a)
On or before July 6

One copy of an alphabetical listing of all those enrolled in the course.

(b)
On or before August 11

(i)
One copy of the report form showing the marks obtained by each student. This form must indicate definitely the proficiency of each student in each subject of study and whether the student has passed or failed in individual subjects and the course as a whole. Either letter gradings or marks will be used to designate proficiency. The minimum passing mark for each subject will be 60 per cent. The column headed 'Results' must state whether each student has passed or failed. A principal must be prepared to submit, on request, complete information regarding candidates who fail. The matter of employing examinations as a device to assist in the assigning of the candidates final grading is to be decided by the principal and staff of each course.

The report form showing the marks or gradings given for each student is necessary for each course, including one-week refresher courses. Please do not write in left-hand margin of the form.

Where absences are significant (e.g., candidates who have discontinued the course or whose standing may have been affected), record actual dates and reasons in 'Remarks' column of examination report form.

(ii)
The report showing recommendation for refund of fees. Summarize all recommendations on one report form if possible. Indicate clearly the reason for each recommendation. Any cheques for refunds of fees will be issued by the Ministry of Education directly to the student concerned.

7.2 Returns to the Superintendent, Professional Development

The following reports and returns are to be forwarded to:

The Superintendent,
Professional Development Section,
Ministry of Education,
17th Floor, Mowat Block,
Queen's Park, Toronto 182.

7.2.1 Staff Salary Lists

A staff list will be forwarded to principals by Professional Development Section listing all non-civil servants contracted for the course and containing relevant data in respect to pay, etc. Principals will make any corrections required and certify the list in the space provided, that the staff member is present and will be carrying out the duties contracted for.

In addition, principals will prepare a staff list as per Appendix 'D' on all clerical or library staff employed on the course and submit the two staff lists to the Superintendent, Professional Development Section, not later than July 4, 1972.

This submission will be the source document for staff salary cheques. Any delay in submission of the staff list will automatically delay payment.

To avoide last-minute changes, immediately the payroll has been finalized a photocopy will be forwarded to the principal for verification of gross salaries and deductions. Any discrepancies should be reported as soon as possible to Mr. C. Weir, Payroll Supervisor (telephone 965-5310).

On or before August 2,1972, the principal will be provided with a staff list and all the salary cheques for his staff. It will be the responsibility of the principal to release these cheques on the last day of the course.

In the event of an error in a salary cheque, the following action is to be taken:

(a)
In Amount:

Return the cheque immediately to the Superintendent, Professional Development Section, and provide the following information:

name and location of the course
name of instructor
social insurance number
cheque amount
correct amount
pay period

(b)
In the Address:

Inform the Superintendent, Professional Development Section, the name and social insurance number of the instructor and his correct address.

7.2.2 On or before July 13

Listing of Equipment Rented or Borrowed (see Appendix 'E')

The listing is to include the name of the manufacturer, serial number, approximate cost and from whom rented or borrowed. For new equipment give the actual cost, and for used equipment give the estimated value. Do not include in the listing equipment that belongs to a department of the Ontario Government, e.g., Teachers' College. The principal should, however, retain a list of departmental equipment for his own records in the event of loss or damage. If no equipment is rented or borrowed, a 'NIL' return is to be made.

7.2.3 At the close of the course

(a)
Travel expense claims for non-civil servants

(i)
Principals are to check and initial all expense forms in the lower right-hand corner.

(ii)
Civil servants who are serving on a summer course at a centre outside their usual district should complete, individually, at the close of the course, their expense forms in duplicate and mail them promptly to the Superintendent, Professional Development Section, 17th Floor, Mowat Block, Queen's Park, Toronto 182. On each form indicate clearly the name and location of the course, and attach all necessary receipts.

continued...

(b)
Accommodation Report

A statement showing the accommodation used. List each room by number or other recognized designation and indicate the length of time each room was used daily. To avoid claims that more rooms were used than our lists showed, a principal should check with the custodian of his summer course building before submitting his list. It is recommended that the custodian of the building sign in confirmation of the principal's report, or the principal certify and sign the accommodation report prepared by the building custodian to his employer. A principal should not make changes in accommodation arranged with boards without first obtaining the approval of the Superintendent, Professional Development Section.

(c)
Inventory of Supplies and Equipment (see Appendix 'F')

(i)
An inventory of books, supplies and equipment on hand at the end of each course shall be submitted in duplicate on the forms provided to the Superintendent, Professional Development Section. A copy of the inventory should be retained by the principal.

(ii)
The inventory of books should include the number of copies, author, date of publication, and publisher.

(iii)
Wherever possible, the listing should be specific, e.g., 5,000 sheets, not 5 packages.

(iv)
The inventory must indicate clearly where the material is stored. If it is stored in more than one location, it should be broken into sections with each section indicating a location. Please do not staple different sections together unless a summary indicating all locations is on the front.

(d)
Report re funds for extra supplies (see Section 8.1.1)

(e)
Report re funds for social and athletic purposes (see Section 8.1.1)

(f)
All outstanding blue purchase order forms with invoices and/or letters of cancellation attached (see Section 6.2)

(g)
Statement re accountable warrant 'Form acct. No. 11A' (see Section 6.3(e))

(h)
Requisitions for supplies to replace borrowed books and equipment lost during the session (see Section 6.5(e))

7.2.4 On or before August 19

A confidential report concerning the administration, accommodation, course program and the efficienty of the staff.

7.2.5 Attendance Report

Absences of a candidate of more than three days shall be reported to the Superintendent, Professional Development Section. In no case will absence beyond five days be allowed.

7.2.6 Course Outlines

Each staff member is asked to prepare an outline of his course. The outline should show the name and location of the course, the subject, and the name of the staff member. The principal should examine the outline carefully and refer to it when making supervisory visits. A copy of each course outline shall be forwarded to the Superintendent, Professional Development Section by July 28.

8.0 MISCELLANEOUS INSTRUCTIONS

8.1.1 Extra Charges

(a)
Where a general levy is made for social purposes and/or supplies, it shall be administered by a students' committee and be properly audited. Separate accounts shall be established for each fund for which a levy has been made and monies so collected must be kept apart from Departmental funds.

(b)
It cannot be over-emphasized that:

(i)
all extra money collected from teachers must be accounted for and must be kept separate from Departmental monies, and

(ii)
funds of this nature must not be carried over from year to year.

(c)
Duplicate receipt books provided are to be used for recording payments received for social or athletic funds referred above.

(d)
An audited statement covering the receipts and expenditures of extra charges shall be submitted to the Superintendent, Professional Development Section, at the end of the course on the form provided (see Appendix 'G').

8.1.2 Promotional Material

No promotional material is to be distributed to teachers until approval has been obtained through the Superintendent, Professional Development Section.

8.1.3 Publishers' Book Displays

Any principal who wishes to arrange for publishers' book displays should request it before May 15 through:

Exhibits Director,
Canadian Book Publishers' Council,
45 Charles Street East,
Toronto 5, Ontario

8.1.4 Telephones

(a)
No additional telephones are to be installed in any summer school without prior approval of the Superintendent, Professional Development Section. When extra telephones are installed, a principal shall ensure they are removed before leaving the building.

(b)
Long-distance calls must be kept to a minimum and only used in an emergency.

(c)
A student must not be permitted to make long-distance calls on office telephones.

8.1.5 Secretarial Assistance

(a)
If secretarial assistance is required prior to opening of the course, the name of the person recommended together with address, social insurance number, estimated number of hours and salary rate are to be submitted to the Superintendent, Professional Development Section, for approval.

(b)
On completion of the work, a statement is to be submitted showing the dates on which she worked and the number of hours for each day. The statement is to be signed by the clerk and the principal.

8.1.6 Timetables

A principal is urged to arrange timetables so that classes begin on opening day. In the past, considerable criticism has been voiced by teachers who travel long distances to be present on opening day only to find that nothing happens.

8.1.7 Outdated Books

Books that are outdated and no longer useful should be removed from the inventory. These books are to be packed in separate cartons marked 'Discarded Books' with name and location of the course. A listing of the books showing title, author, and number of copies is to be mailed to the Superintendent, Professional Development Section, and cartons shipped express 'Prepaid' to Ministry of Education, Warehouse, 36 Breadalbane Street, Toronto.

8.1.8 Forms and Supplies Provided for the Principal

The Department will provide the principal with the following forms:

(a)
On or about June 18 (addressed to the principal at the summer course building, his office, or his home)

(i)
The enrolment cards for all those enrolled to date in the course;

(ii)
Additional application forms for those who may present themselves without letters of admission (centres outside Toronto only);

(iii)
Receipt books;

(iv)
Expense forms for the use of staff members;

(v)
Report forms re funds for extra supplies;

(vi)
Report forms re funds for social and athletic purposes;

(vii)
Forms for recommending refunds of fees;

(viii)
TD1 forms for clerical staff only;

(ix)
Insurance forms.

(b)
On or about July 19

(i)
The report form upon which the teachers' marks are to be entered.

(ii)
Inventory forms for equipment and supplies. These are to be used to list all supplies that will be carried over to the next year and must indicate where the material will be stored.

8.1.9 Accommodation

No changes in the department's arrangements for accommodation with a board will be made without approval from the Superintendent, Professional Development Section.

8.2.1 Registration Cards

The registration cards are to be retained by the principal and used as a source document in the preparation of the numinal roll of teachers enrolled in the summer course.

8.2.2 Forwarding Address

The summer course principal is to leave his forwarding address at the school where his course was conducted for the purpose of redirection of mail.

APPENDIX 'A'

ONTARIO DEPARTMENT OF EDUCATION

RECOMMENDED STAFF LIST

SUMMER COURSES 197_

COURSE _____ _____

LOCATION _____

PAGE ___ OF ___ PAGES

SOCIAL INSURANCE NUMBER	NAME		PERMANENT ADDRESS (APT. No. STREET CITY R.R. No. PROVINCE OR COUNTRY)	POSITION TO BE FILLED	NAME AND ADDRESS OF BOARD WHERE PRESENTLY EMPLOYED	EMPLOYMENT RECOMMENDED	SECOND RESIDENCE REQUESTED	RECOMMENDED SALARY
	SURNAME	GIVEN						
						from		
						to		
						from		
						to		
						from		
						to		
						from		
						to		
						from		
						to		
						from		
						to		
						from		
						to		
						from		
						to		

RECOMMENDED BY – _____ (SIGNATURE) _____ (POSITION)

DATE _____

APPROVED BY _____ (PROFESSIONAL DEVELOPMENT BRANCH)

DATE _____

DE 36 (1/70)

APPENDIX 'B'

ONTARIO DEPARTMENT OF EDUCATION

STAFF MEMBERS

ORDER FORM FOR SUPPLIES AND EQUIPMENT

SUMMER COURSES 197_

(Submit one copy only)

NAME . . . . . SUBJECT OR GRADE . . . . . .

NAME OF SUPPLIER . . . . . .

ADDRESS . . . . . .

TELEPHONE . . . . . .

(Staff members who have taught previously on this Summer Course should take into account the supplies and equipment left over from their classes last summer These materials will be taken into account when ordering for new staff members.)

Exact Quantity	Exact Size	Exact Colour	OTHER DETAILS OF DESCRIPTION	Approx. Price Each Item	TOTAL

DE 37 (1/70)

HAVE YOU INCLUDED ALL NECESSARY INFORMATION?

APPENDIX 'C'

ONTARIO DEPARTMENT OF EDUCATION

ORDER FORM

SUMMER COURSES 197_

SUPPLIER: _____ DELIVER TO: _____

_____ _____

_____ _____

NOTES TO SUPPLIER:

1. Please mark outside of each package with this name _____
2. Delivery is required between June 28 and July 5. *Please do not send earlier.*
3. Goods delivered *after July 8* will not be accepted.
4. Prices shown below are approximate estimates for our files only.
5. Reasonably close substitutes for most items will be accepted.
6. Please contact me regarding any queries concerning this order at _____
(telephone)

_____
(address)

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL

DE 38 (1/70)

ONTARIO DEPARTMENT OF EDUCATION

STAFF LIST

SUMMER COURSES 197___

COURSE _____
LOCATION _____
CITY _____

CHARGE TO ACCOUNT _____

SOCIAL INSURANCE NUMBER	NAME		PERMANENT ADDRESS (APT. NO. STREET CITY R.R. NO. PROVINCE OR COUNTRY)	PAY PERIOD	DAYS ATTENDED	DAILY SALARY RATE	GROSS SALARY	THIS SECTION FOR PAYROLL USE ONLY			
	SURNAME	GIVEN						INCOME TAX	CANADA PENSION PLAN	SALARY ADVANCE	NET PAY
				from							
				to							
				from							
				to							
				from							
				to							
				from							
				to							
				from							
				to							
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				from							
				to							
				from							
				to							
				from							
				to							
				from							
				to							
				TOTAL							

I hereby certify that the staff members listed above have been in attendance as required by the relavent regulations or have rendered services as authorized.

_____
Principal

Remuneration approved for payment

_____
Professional Development Section

In accordance with section 7 of the Public Service Act, I hereby appoint the above-named person(s) to the Unclassified Service of this Department.

_____
Deputy Minister or Authorized Delegate

Prepared by _____

Checked by _____

DE 42 (3/71)

APPENDIX 'E'

ONTARIO DEPARTMENT OF EDUCATION

INVENTORY OF BORROWED OR RENTED EQUIPMENT FOR INSURANCE PURPOSES

SUMMER COURSES 197_

NAME OF COURSE _____

LOCATION _____

NOTE

a) Ontario Government equipment is NOT to be listed. ALL other equipment whether rented or borrowed is to be listed. This includes equipment you are using which is already on the premises where the course is being conducted.

b) If you have no equipment to list please return this report marked NIL.

EQUIPMENT	OWNER OF EQUIPMENT	RENTED OR BORROWED	NEW OR USED	MANUFACTURER	SERIAL & MODEL NUMBER	VALUE

PRINCIPAL _____
(SIGNATURE)

DE 39 (1/70)

APPENDIX 'F'

ONTARIO DEPARTMENT OF EDUCATION

EQUIPMENT AND SUPPLIES INVENTORY

SUMMER COURSES 197_

_____
(DATE)

COURSE AND LOCATION _____

SUPPLIES AND EQUIPMENT STORED AT _____

NOTE: Number each box and list the contents. Be specific i.e. 1 Pkg. (500 sheets) or 1 box (50 pieces).
The Summer Course Principal should retain *one* copy of this form and send *two* copies to the Superintendent of Professional Development, Ontario Department of Education, 44 Eglinton Avenue West, Toronto 12.

QUANTITY e.g. each, dozen, etc.	DESCRIPTION (ALPHABETICAL) e.g. brushes, paint,etc.	REMARKS LOCATION Box Number, etc.

DE 40 (1/70)

APPENDIX 'G'

ONTARIO DEPARTMENT OF EDUCATION

STATEMENT RE: EXTRA CHARGES

SUMMER COURSES 197_

COURSE AND LOCATION _____

EXTRA CHARGES FOR _____
(social and athletic purposes, extra supplies)

PRINCIPAL'S SIGNATURE _____

RECEIPTS

General levy on _____ students of _____ each _____

Payments by _____ individual students totalling _____

Total Receipts _____

EXPENDITURES

Date of Payment	Firm and type of supplies or item	Amount

Total Receipts _____

Total Expenditures _____

Balance on hand _____

AUDITOR'S STATEMENT

We have carefully examined all records of receipts, bank deposits, and cash on hand in connection with extra supplies for students and/or in connection with funds for social purposes and certify that the amounts shown represent a true statement of all monies so collected and disbursed.

Dated at _____ this _____ day of August 197_

_____
(signature)

DE 41 (2/70)

APPENDIX H
Annex 1

ONTARIO DEPARTMENT OF EDUCATION

[x] Civil Servant
[ ] Public Servant
[ ] Other

STATEMENT OF TRAVELLING EXPENSES

Purpose: To serve as an instructor on the Art Summer Course, Toronto, West.

Mode of travel: (code column) air – 2 rail – 3 road – 4 other – 9

Date 19__	Particulars	Miles S ONT	Miles N ONT	Travel code	Travel $	Meals No. of	Meals $	Accommodation $	Other $	Total $	Rec'pt. Nos.
July 2	North Bay to Toronto	134	73	4							
" 2	Toronto - local mileage	9		4							
" 2	to Aug.4 inclusive - living allowance 34 days @ $15.00								510.00	510.00	
Aug 4	Toronto to North Bay	134	73	4							

SAMPLE TRAVEL CLAIM SUBMITTED BY A CIVIL SERVANT

COLUMN TOTALS	$					510.00	510.00

Home address: 15 Bay St., North Bay, Ontario

Mailing address: as above

Total miles	277 146	Southern Ontario @ .15¢ per mile	$ 41.55
Previous miles	1,500	Northern Ontario @ .16¢ per mile	$ 23.36
Total miles to date	1,923	Total claim	$ 574.91

Names of passengers: nil

I certify the above expenses were incurred by me on departmental business.

Claimant's Signature: James Doe

[ ] Issue cheque $ 400
[x] Credit advance

Authorized signature: (To be signed in Professional Development Section)

Title

Approved and certified by: (signature)

Title

Claimant's name: Mr. James Doe

Title: Program Consultant

Headquarters: Regional Office, 240 Algonquin Avenue, North Bay

Employee code (for office use)

Particulars	Prog.	Act.	Sub. act.	Chk. dig.	Common object code	Sub code	Amounts $
	402	06	04	0		–	
						–	

Total claim $ 574.91

DE 127 (3/71)

APPENDIX H
Annex 2

ONTARIO DEPARTMENT OF EDUCATION

☐ Civil Servant
☒ Public Servant
☐ Other

STATEMENT OF TRAVELLING EXPENSES

Purpose: To serve as an instructor on the Primary Methods Summer Course, Toronto, Ont.

Mode of travel: (code column) air – 2 rail – 3 road – 4 other – 9

Date 19__	Particulars	Miles S ONT.	Miles N ONT.	Code	Travel $	Meals No. of	Meals $	Accommodation $	Other $	Total $	Rec'pt. Nos.
July											
2	Ottawa to Toronto	249		4							
2	Toronto - local mileage	8									
2	Lunch					1	2.25			2.25	
2	Gratuity						.25			.25	
Aug.											
4	Toronto to Ottawa	249									
									Principal's Initials		
COLUMN TOTALS				$			2.50			2.50	

SAMPLE TRAVEL CLAIM SUBMITTED BY A NON-CIVIL SERVANT

Home address: 1745 Hinton Ave., Ottawa KIP 2G1.

Mailing address: As above

Total miles	506	Southern Ontario @ .10 per mile	$ 50.60
Previous miles		Northern Ontario @ per mile	$
Total miles to date		Total claim	$ 53.10

Names of passengers

I certify the above expenses were incurred by me on departmental business.

Claimant's Signature: Mary Doe

H.T.C.

☒ Issue cheque $

☐ Credit advance

Authorized signature: (To be signed in Professional Development Section)

Title

Approved and certified by (signature)

Title

Claimant's name: Miss Mary Doe

Title

Headquarters

Employee code (for office use)

Particulars	Prog.	Act.	Sub. act.	Chk. dig.	Common object code	Sub code	Amounts $
	402	06	04	0			

Total claim $ 53.10

DE 127 (3/71)

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